



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS, UNITED STATES ARMY CONTRACTING COMMAND, EUROPE**  
**UNIT 29331**  
**APO AE 09266**

REPLY TO  
ATTENTION OF

AEUCC

13 Dec 02

MEMORANDUM FOR U.S. Army, Europe (USAREUR) Contractor/Vendor Community

SUBJECT: USAREUR Installation Access Control System (IACS)


1. This is an advisory memorandum to our Contractor/Vendor community on changes on accessing USAREUR installations.
2. In light of heightened security awareness worldwide, USAREUR is implementing a major change to the way access is gained to its installations. These changes are published in the new Army Europe (AE) Regulation 190-16, Installation Access Control Policy (and the AE 190-16-G German Version), which can be accessed at the U.S. Army Contracting Command, Europe (USACCE) home page at <http://www.usacce.army.mil/>. A key component of this new policy is the fielding of the Installation Access Control System (IACS), a computer-based registration and identification system. The changes are necessary to better protect facilities and personnel, including you. We need your cooperation and support to implement this important program.
3. In general, the new regulation requires:
  - a. New documentation (and possibly screening) to acquire an installation pass.
  - b. Limited sign-in capability and limited access roster use and duration.
  - c. A reduction in the number of USAREUR-wide installation passes.
  - d. Firms and Site Managers to be more accountable for their personnel while on the installation.
  - e. A Government "sponsor" to determine your need to access installation(s) and assist you with IACS processing. Your sponsor is the organization (Requiring Activity) to which you are directly providing your supplies and services. Contracting Offices will not normally be sponsors for contractors/vendors.
4. The documentation and processing required will depend on your "person" category as defined in AE 190-16.

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5. Once the registration period has concluded, existing installation passes (AE Forms 190-13 A and C) will no longer be authorized. Registration will be accomplished by location. To minimize any disruption, it is very important that you now start discussing with your Requiring Activity what the IACS requirements will be for your firm. Ideally, the Requiring Activity will accompany you to the local Installation Access Control Office (IACO) when established. If you are uncertain as to which organization is your requiring activity, please contact the Contracting Office that issued your contract for assistance locating the Requiring Activity.

6. Implementation of the IACS will be challenging, but it will provide increased security for all personnel on USAREUR installations. Partnering and communication among all those involved in the process – you, your Requiring/sponsoring activity, and contracting and security personnel will ensure successful implementation.

  
JOHN A. MERKWAN  
Colonel, FA  
Commanding

CF:

Commander/Chiefs USACCE Contracting Offices  
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